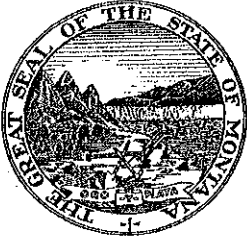


# DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES



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April 14, 2011

To: Proposers for the 12 person downsizing of MDC  
From: Leslie Howe, DDP Services Coordinator *LH*  
Re: RFP questions

Here are the questions and answers regarding the proposal to serve 12 people from the Montana Developmental Center:

- 1) Q: page 11 - #6 states. "The expected staffing level in the homes is one staff to two clients during the day and two (2) staff on shift overnight." If we are proposing the 4-person homes is it still expected to have two (2) awake staff at night or is one (1) acceptable for a 4-person home?

A: For the first year, yes, two (2) staff are expected to be on the night shift, even if it is a 4-person home. This level of supervision can be reassessed after the first year.

- 2) Q: Page 14 - #6 states "A list of persons with addresses and phone numbers and email addresses who are familiar with the delivery of similar services by the proposer to the Department in the past or other programs similar to that of the Department." What does this mean? How is it different than #5 - Letter of Support?

A: These are different: a Letter of Support is more general and an example would be a letter from the Chamber of Commerce in your community in support of your business and the proposal. However, #6 wants a list of people and their contact information that are familiar specifically with the delivery of similar services by the proposer to the Department or other programs similar to the Department. This will be a list of references that can be contacted.

- 3) Q: We are interested in considering in developing a four person home similar to that home that is listed as home #2 in the Attachment A. One of the people identified as client #6 is prescribed Gabitril according to the referral packet. We have not been successful in the past finding a mental health provider who has been comfortable serving someone who takes Gabitril. Would client #6's prescribing doctor consider a different medication - a substitute for Gabitril? In the event that an alternate medication cannot be prescribed, and in the event we cannot serve client #6, could we substitute another individual for client #6?

A: The answer is no to all.

- 4) Q: In the referral packet there is a note that client #7 is checked every half hour during the day. Could we have clarification regarding this? What is client #7 being checked for?

A: Clients at MDC are checked every 15 or 30 minutes per policy. This particular client has a history of elopement but has not run away in years according to the qualified mental retardation professional (QMRP).

- 5) Q: If a corporation is chosen to provide services to people transitioning from MDC, does the provider have to use Therap to report incidents?

A: As part of their contracts DD providers are expected to use Therap for incident reporting.

- 6) Q: What would happen to a provider in the event they were awarded the contract but were unable to meet the timelines set down by the state in the contract?

A: Please refer to page 12 - #9